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CAREER SERVICE PANEL  
Minutes of the Meeting  
8 January 1968

Attendees:

25X1A9a [REDACTED] Chairman  
25X1A9a [REDACTED]  
(Sitting in for [REDACTED])  
25X1A9a [REDACTED]  
(Excused from the meeting at 1034 hours)  
25X1A9a [REDACTED]  
(Joined the meeting at 1015 hours)  
25X1A9a [REDACTED]  
25X1A9a [REDACTED] Recording Secretary

Absentees:

25X1A9a [REDACTED]

1. The Chairman called the meeting to order at 0914 hours.
2. There were no new additions to the agenda for 8 January 1968.
3. [REDACTED] moved that the minutes of 4 December 1967 be approved. [REDACTED] seconded the motion. Vote was unanimous. Motion carried.
4. The following item was taken up just before the CSP Meeting adjourned but for purposes of routine clarity will be inserted here.

25X1A9a [REDACTED] s report which covered the following:

Promotion Actions

- a. [REDACTED] GS-13 to GS-14
- b. [REDACTED] GS-13 to GS-14
- c. [REDACTED] GS-12 to GS-13
- d. [REDACTED] GS-13 to GS-14

Additions

- a. [REDACTED], GS-5, Secretary-Steno to be used on a "floater basis" - Admin/ORD
- b. [REDACTED] GS-14; to Analysis/ORD. Transfer from NPIC
- c. [REDACTED] formerly with OCS, have joined ORD on a permanent basis.

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4. (Continued)

Miscellaneous

25X1A9a Promotion actions have been approved on [REDACTED] from  
25X1A9a GS-4 to GS-5, and [REDACTED] from GS-3 to GS-4; by  
Special Panel/ORD and have been forwarded to Office of  
Personnel.

25X1A9a QUALITY STEP INCREASE  
[REDACTED] from GS-15, step 4 to GS-15, step 5 on  
31 December 1967

5. The final results on the Competitive Evaluation for GS-9  
through GS-11 is as follows:

25X1A9a <u>NAME</u>	<u>GRADE</u>	<u>DIV.</u>	<u>DIVISION RATING</u>	<u>REVIEWER'S RATING</u>	<u>CSP RATING</u>
[REDACTED]	GS-10	An	B	C	B
[REDACTED]	GS-11	Admin	*	*	*
[REDACTED]	GS-11	Optics	B	B	B
[REDACTED]	GS-11	RP	A	**	**
[REDACTED]	GS-11	An	B	D	C
[REDACTED]	GS-11	An	B	***	***
[REDACTED]	GS-11	An	A	****	A/B
[REDACTED]	GS-11	An	B	C	C

\* Ratings held by Recording Secretary

25X1A9a \*\* Reviewer & CSP felt that [REDACTED] had not been on board long  
25X1A9a enough with ORD to be rated.

\*\*\* [REDACTED] recommended that CSP hold up on rating of [REDACTED] 25X1A9a  
until the next CSP meeting on 5 February 1968.

25X1A9a \*\*\*\* [REDACTED] was unable to rate because of lack of information in  
25X1A9a official personnel folder. He pointed out that record of MS  
25X1A9a degree received by [REDACTED] from University of Michigan had not  
25X1A9a been included in the official personnel file on [REDACTED] (A  
25X1A9a copy of this record has been obtained and has been forwarded to  
OP with a request that they include it in [REDACTED] official  
personnel file.

25X1A9a 6. [REDACTED] asked that the CSP discuss and designate a cut-off  
25X1A9a point on employees who have not been with ORD long enough when competitive  
25X1A9a evaluations are taken up by the CSP. [REDACTED] asked that this topic  
be included on the agenda for 5 February CSP meeting.

25X1A9a 7. [REDACTED] told the CSP members that the memorandum on NSA  
Training Opportunities for New Employees had been sent to them for  
information only. The Chairman thought it was an opportunity to get

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7. (Continued)

an expression from the CSP members on whether they thought that this might be useful as a technique for ORD, if it could be so established.

25X1A9a [REDACTED] stated, after discussion with the Panel, that it seemed to be the consensus of the members that ORD does have a technique which permits training of an ORD employee but no enrollment is needed immediately when an employee enters on duty with ORD. This should be reserved for rare training complements in DD/S&T.

8. Guidelines for External Training was distributed to the CSP members for information only.

25X1A9a  
25X1A9a 9. [REDACTED] moved that [REDACTED] An/ORD be selected as nominee from the Office of Research and Development for the Fall 1968 Program for Management Development at Harvard Business School. Four  
25X1A9a voted For and two members deferred (Messrs [REDACTED] Motion was  
25X1A9a passed. [REDACTED] was instructed by the Chairman to notify [REDACTED]  
25X1A9a of the CSP decision.

25X1A9a 10. [REDACTED] supplied the CSP members with further information on  
25X1A9a [REDACTED] as to points of his ability and performance of  
duties.

11. The Chairman scheduled the next CSP meeting for 5 February at 0900 hours.

12. Meeting was adjourned at 1104 hours.

25X1A9a

[REDACTED]  
Executive Secretary, CSP

APPROVED:

25X1A9a

[REDACTED]  
Chairman, CSP

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A M E N D E D    A G E N D A

Career Service Panel  
Office of Research and Development

8 January 1968

0900 hours  
Room 607 - Conference Room

1. Review of agenda for 8 January 1968.
2. Review of minutes for 4 December 1967.
3. Competitive Evaluation  
GS-9 - GS-11
4. Recommendation for Quality Step Increase -  
[REDACTED]  
GS-13, step 3 to GS-13, step 4  
[REDACTED]
5. NSA Training Opportunities for New Employees  
[REDACTED]
6. Guidelines for External Training  
[REDACTED]
7. Program for Management Development at Harvard  
Business School - Nominees  
[REDACTED]

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